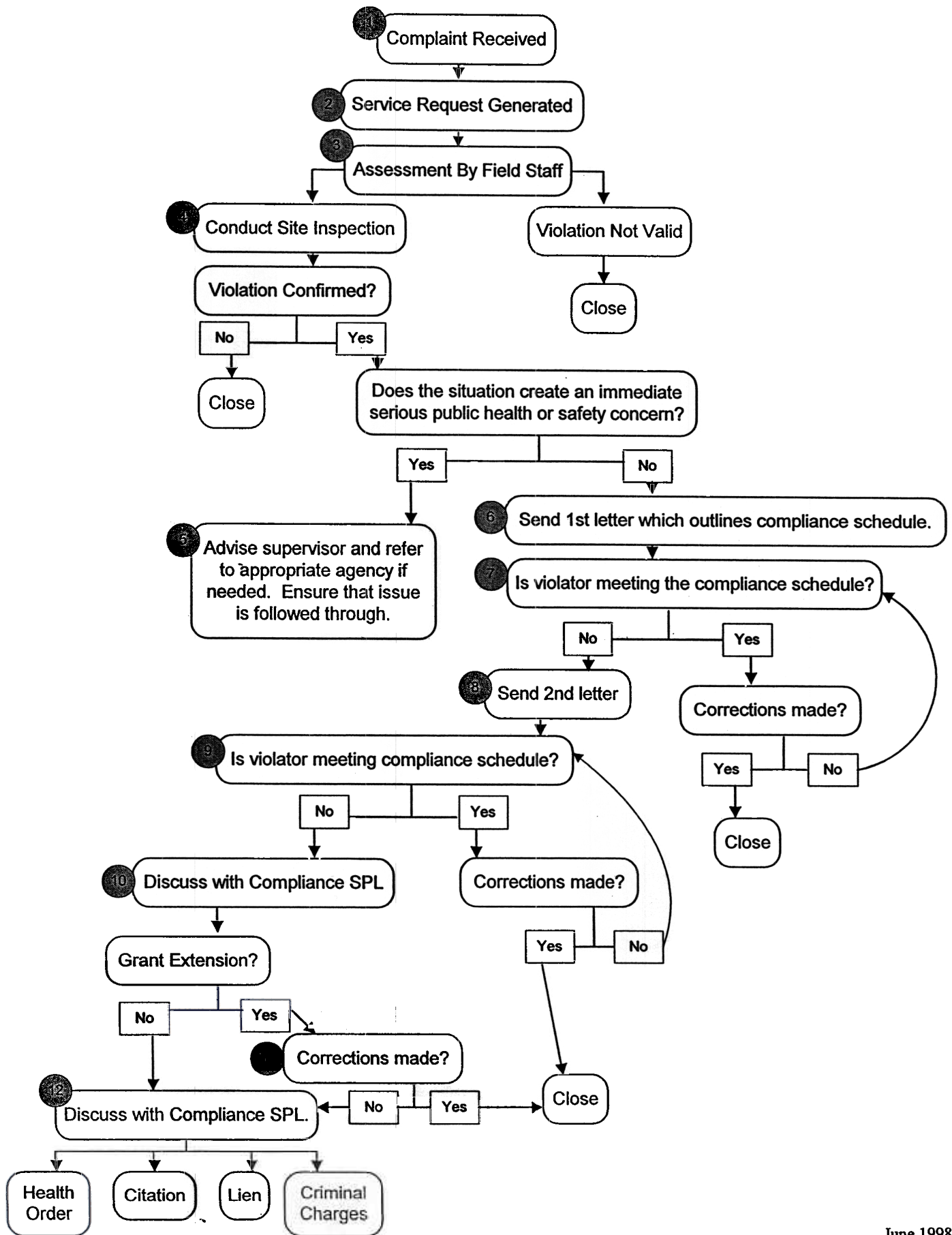


Unpermitted Solid Waste Site



UNPERMITTED SOLID WASTE SITE

Guidelines
June 10, 1998

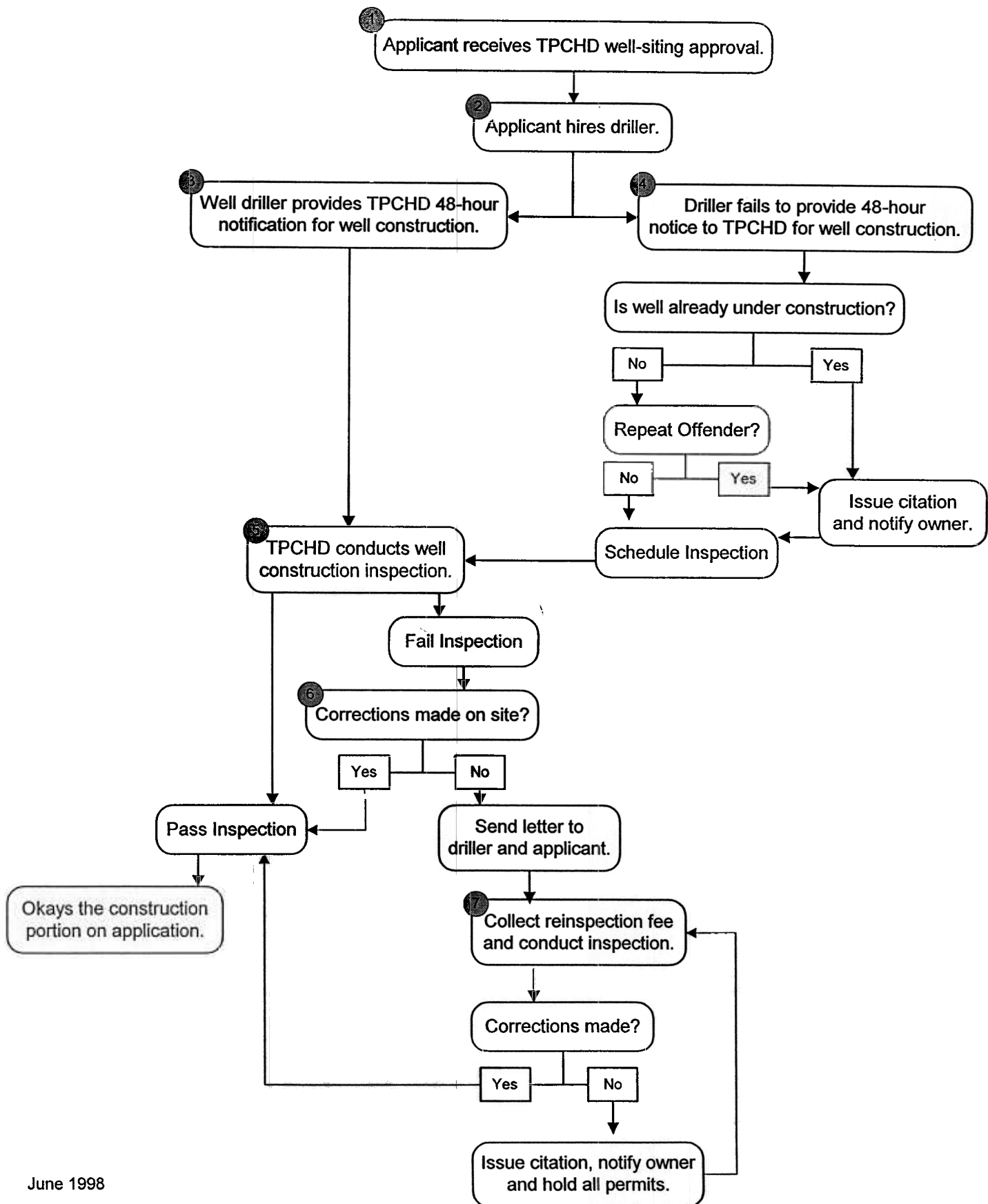
1. A complaint is reported to the Tacoma-Pierce County Health Department or observed by field staff.
2. A service request is filled out by clerical staff and recorded in the data base. The service request is routed to field staff.
3. Field staff assesses the service request to determine if the complaint is valid. If it is not a valid service request, a site inspection is not conducted and the case is closed.
4. If field staff determines that the service request warrants a field visit, a site inspection is conducted.

If the violation is not valid, the case shall be closed.

* If the violation is confirmed, an assessment shall be made by field staff in regard to the public health risk of the situation.
5. If a serious public health or safety risk exists, the supervisor shall be advised of the situation and appropriate steps taken to protect the health of the public. Appropriate agencies shall be notified if necessary.
6. If it is determined by field staff that the violation does not represent a serious public health or safety risk, a first letter shall be sent to the violator. The letter shall include the following:
 - a) Notification statement to the property owner/operator to immediately cease and desist accepting solid waste at the unpermitted site.
 - b) Cite the authorizing regulation(s).
 - c) For quantities of solid waste equal to or less than 40 cubic yards, the letter will state that all waste material must be removed from the site and taken to a permitted recycling or disposal facility within 30 days.
 - d) For quantities of solid waste on site of 40 cubic yards or more, a measurable defined quantity of the waste material must be removed from the site and taken to a permitted recycling or disposal facility within 30 days, and on 30 day increments thereafter until all material is removed from the site (maximum of 120 days total).
 - e) Failure to comply with these requirements will result in further enforcement action being taken.
 - f) The first letter shall be signed by the field staff.

7. The file shall be tickled for 15. After 15 days field staff will review the situation to determine if the violator is meeting the compliance schedule. If the violator is meeting the compliance schedule, the file shall be retickled for 30 days. If corrections are made the file shall be closed.
8. If the violator is not meeting the compliance schedule, a second letter shall be sent to the violator which includes the original compliance schedule.
9. The file shall be tickled for 30 days. After 30 days field staff will review the situation to determine if the violator is meeting the compliance schedule. If the violator is meeting the compliance schedule, the file shall be retickled for another 30 days. If corrections are made the file shall be closed.
10. If corrections are not made, field staff shall discuss the situation with the Compliance SPL. A determination will be made to proceed with enforcement action or to grant an extension to the original compliance schedule if it is justified. If the violator is a habitual offender with a history of solid waste violations, no extension shall be granted.
11. If an extension is granted, the file shall be tickled. Field staff shall review the file on 30 day increments to determine if the violator is in compliance with the conditions of the extension. If corrections have been made, the file shall be closed. If corrections have not been made, field staff shall meet with the Compliance SPL.
12. Field staff and the Compliance SPL shall review the file to determine the appropriate enforcement action. This could include issuance of a health order, issuance of a citation, filing criminal charges or making corrections and liening the property .

Well Construction Guidelines



WELL CONSTRUCTION

Policy & Procedure

April 10, 1998

1. The applicant receives TPCHD well siting approval.
2. The applicant hires a licensed well driller.
3. The well driller provides the TPCHD 48 hour notification for well construction. A well construction inspection shall be scheduled.
4. The well driller does not provide 48 hour notification to the TPCHD that they will be drilling a well.
 - * TPCHD field staff determines if the well is already constructed.
 - * If the well is already constructed, field staff shall issue a citation to the well driller and notify the property owner. TPCHD shall then schedule a well construction inspection.

If the well is not yet constructed, field staff shall determine if the driller is a repeat offender.
 - * If the driller is not a repeat offender, field staff shall schedule a well construction inspection.
 - * If the driller is a repeat offender, field staff shall issue a citation to the well driller, notify the property owner of the violation, and schedule a well construction inspection.
5. TPCHD staff conducts an inspection to determine if the well construction is acceptable.
 - * If construction is acceptable, the well shall pass inspection. Field staff shall okay the construction portion on the application.
 - * If the well construction is not acceptable, the well shall fail inspection.
6. If the well construction inspection fails, field staff shall determine if corrections can be made the field inspector is on site.
 - * If the well driller can make corrections on site, field staff shall document the violations and note that corrections were made. Once corrections are made, field staff shall pass the inspection and okay the construction portion on the application.
 - * If corrections can not be made on-site, field staff shall document the violations and

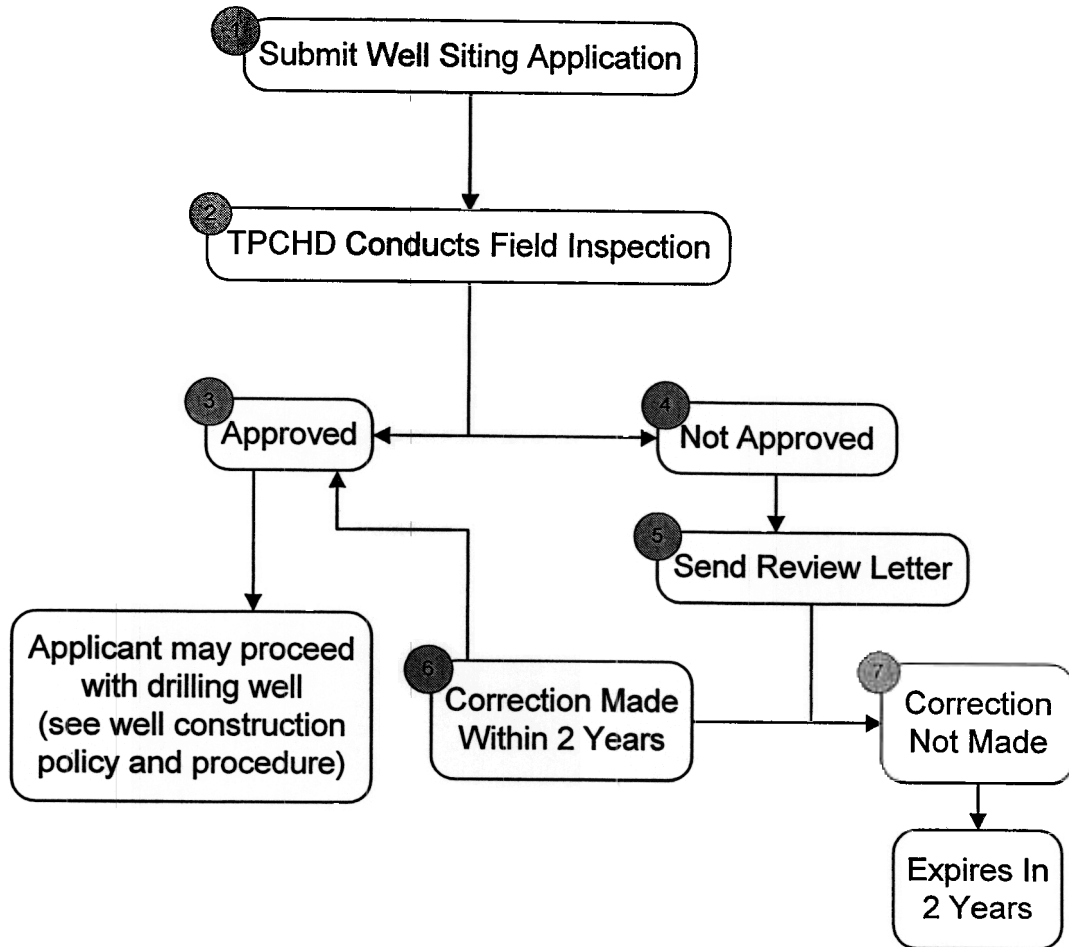
clerical staff shall send a correction letter to the driller and applicant. The correction letter shall identify the violations and establish a compliance schedule. A follow-up inspection shall be scheduled in accordance with the compliance schedule.

- 7 A reinspection fee shall be paid by driller/applicant and a follow-up inspection conducted by field staff in accordance with the compliance schedule to determine if corrections have been made.

If corrections have been made, the well shall pass inspection and field staff can okay the construction portion on the application.

- * If corrections are not made, a citation shall be issued to the well driller, the owner shall be notified and all permits shall be placed on hold. Subsequent inspections shall be made in accordance with the compliance schedule to determine if corrections are made. If corrections are not made, a citation shall be issued after each inspection. If corrections are made, the well shall pass inspection and the field inspector shall okay the construction portion of the application.

Well Siting Approval Guidelines



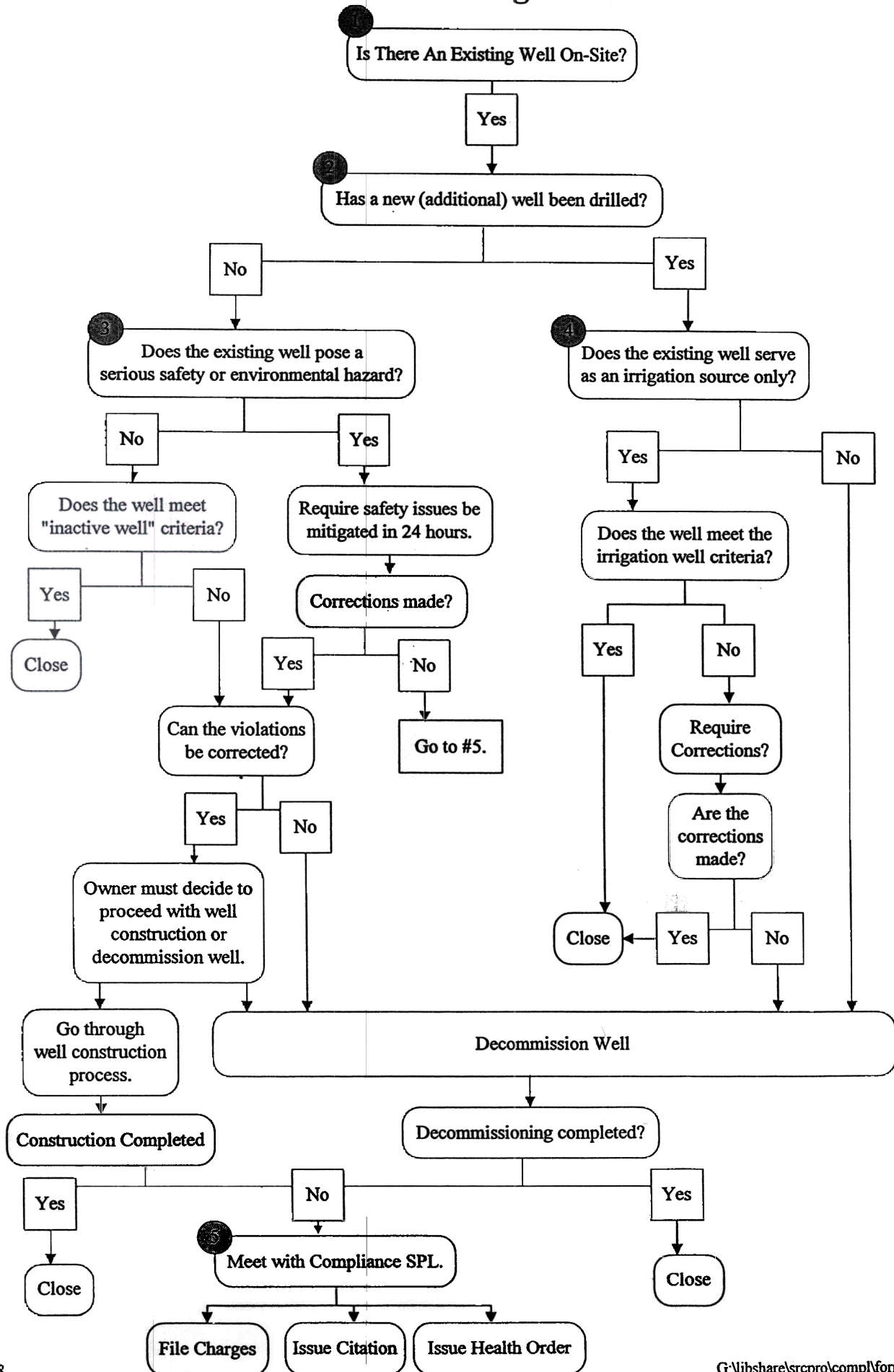
WELL SITING APPROVAL

Policy & Procedure

April 17, 1998

1. The property owner/agent shall pay a fee and submit a well siting application. The application shall be recorded in the data base by clerical staff and forwarded to field staff.
2. Field staff shall review the application and conduct a field inspection.
3. If the site is acceptable for well siting, the application is approved. The application is returned to clerical staff for processing and the applicant is notified. The applicant may hire a well driller and proceed with well construction.
4. If the well site is not acceptable, the application is not approved.
5. A review letter shall be prepared by field staff identifying corrections which need to be made. Clerical staff shall send the letter to the applicant.
6. If corrections are made within 2 years, the application shall be approved. The applicant may hire a well driller and proceed with well construction..
7. If corrections are not made within 2 years, the application shall expire.

Well Decommissioning Guidelines



WELL DECOMMISSIONING

Guidelines

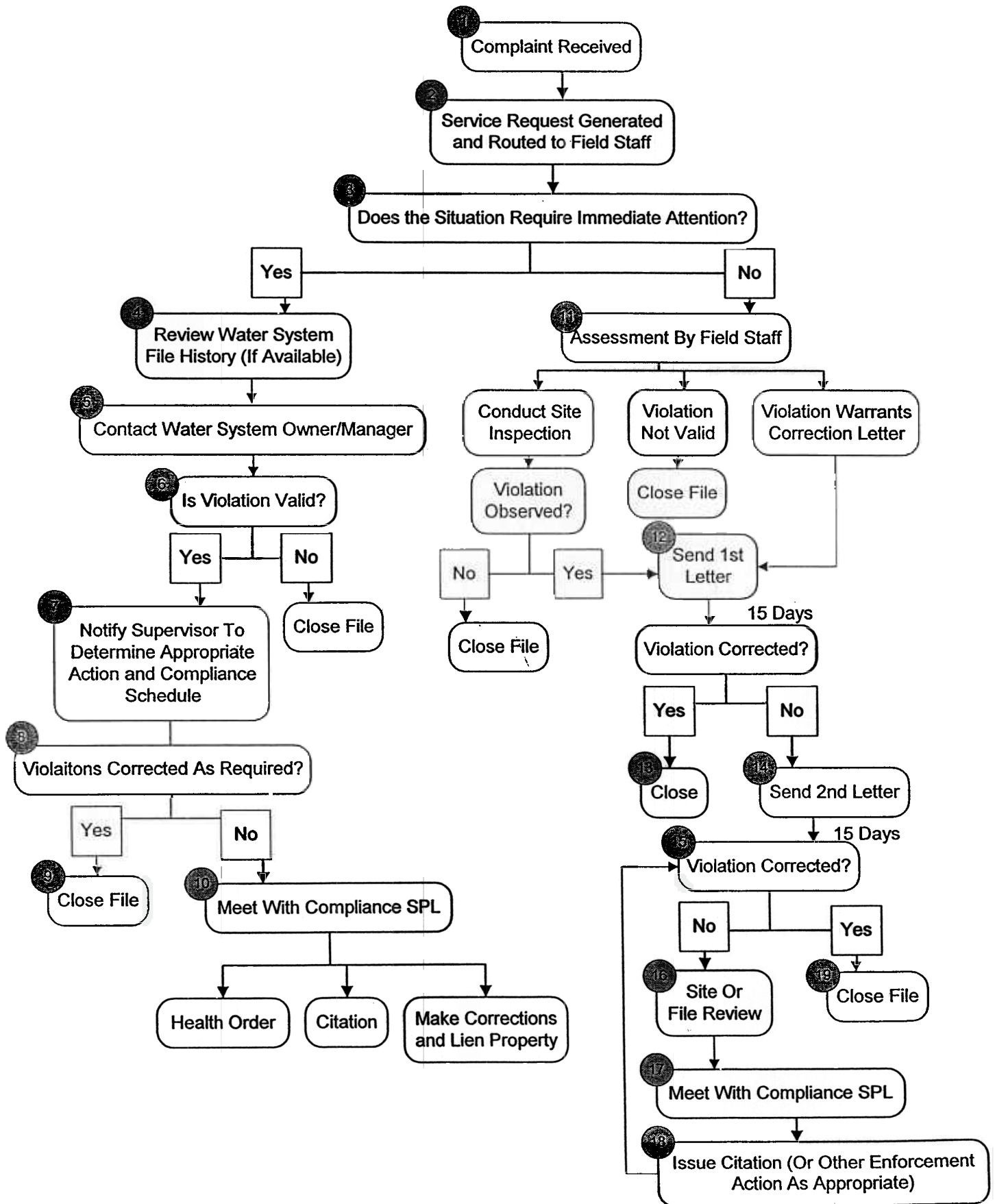
June 5, 1998

A report of a well which needs to be decommissioned is brought to the attention of the Source Protection Program. This can be the result of information provided to the Health Department by the public, from field observations or the result of a well siting or construction application. Clerical staff shall complete a service request form, log it into the data base and route it to field staff.

2. Field staff shall determine if there has been a new or additional well drilled on site.
3. If a new well has not been drilled, a site inspection shall be conducted and field staff must determine if the existing well poses a serious safety or environmental hazard.
 - * If a serious safety or environmental hazard exists, field staff should notify the Compliance SPL. A letter requiring that safety issues be corrected in 24 hours should be hand delivered/faxed to the property owner/manager as soon as possible (should be the same working day). If safety issues are not corrected within 24 hours, proceed to step #5 and meet with the Compliance SPL.
 - * If a serious safety or environmental hazard does not exist, staff must determine if the well meets "inactive well" criteria. (
 - * If it does, the service request can be closed.
 - * If it does not, staff must determine if the violations can be corrected.
 - * If the violations can be corrected, the property owner must go through the well construction process or decommission the well. A letter shall be sent to the property owner advising him of his options and establishing a compliance schedule.
 - * If the violations can not be corrected, the property owner must decommission the well. A letter shall be sent to the property owner advising him of the requirements and establishing a compliance schedule.
 - * If the owner fails to meet the established compliance schedule, proceed to Step #5 and meet with the Compliance SPL.

4. If a new (additional well) has been drilled, field staff must determine if the existing well serves as an irrigation source only. (Refer to Step # 2)
 - * If the new well does not serve as an irrigation source only, the well must be decommissioned. A letter shall be sent to the property owner advising him of the requirements and establishing a compliance schedule. If the owner fails to meet the compliance schedule, proceed to Step #5 and meet with the Compliance SPL.
 - * If the well serves as an irrigation source only, field staff must determine if the well meets the irrigation well criteria.
 - * If the well does meet the irrigation well criteria, the service request shall be closed.
 - * If the well does not meet irrigation well criteria, field staff shall require that corrections be made. A letter shall be sent to the property owner requiring that corrections be made to meet irrigation well criteria. The letter shall outline a compliance schedule for when corrections must be completed. If corrections are made, the service request shall be closed.
 - * If corrections are not made as required in the compliance schedule, the well must be decommissioned. If the well is not decommissioned within the established compliance schedule, proceed to Step #5 and meet with the Compliance SPL.
5. If corrections are not made or if a well is not properly decommissioned as required in the compliance schedule, the field staff shall meet with the Compliance SPL to determine the next enforcement step. This could include: 1) filing charges, 2) issuance of a citation, or 3) issuance of a health order.

Group B Water System Guidelines



GROUP B WATER SYSTEMS

Guidelines
May 14, 1998

1. Complaint received by the Source Protection Program.
2. A service request is written up by clerical staff and recorded in data base and routed to field staff.
3. Field staff determines if the complaint requires immediate attention. The following are examples of situations which could pose a potentially serious health or safety risk:
 - * Confirmed illness
 - * E. coli confirmed through laboratory testing
 - * Primary mcl violations
 - * No water available for water system users
 - * If field staff determines that the situation requires immediate attention:
PROCEED TO STEP #4 ON THIS GUIDELINE SHEET.
 - * If field staff determines that the situation does not require immediate attention:
PROCEED TO STEP #11 ON THIS GUIDELINE SHEET.
4. *If field staff determines that the situation requires immediate attention*, field staff shall review the water system file for: 1) owner/manager information, 2) water system history, 3) previous problems with the water system, 4) water system user information such as the number of connections, user names, etc.
5. After reviewing the file, field staff shall attempt to make contact with the water system owner/manager. Contact may be made over the phone. If field staff is unsuccessful in contacting the owner over the phone, a site visit may be required.
6. Field staff shall determine if the violation is valid. If the violations is not valid, the file shall be closed.
7. If the violation is determined to be valid, the supervisor shall be notified. Field staff shall then meet with the supervisor to determine appropriate actions and to establish a compliance schedule.
8. Field staff shall tickle the file and check to see if corrections are made as outlined in the compliance schedule.
9. If violations are corrected, the file shall be closed.
10. If violations are not corrected, field staff shall meet with the Compliance SPL to

determine the next enforcement step. This could be issuance of a health order, issuance of a citation, or the decision to make corrections and lien the property for the cost of the corrections.

11. *If field staff determines that the situation does not require immediate attention*, staff shall assess the service request to determine what action to take. This might be:

- a) Conduct a site inspection.

Field staff goes out to the site and conducts an inspection to determine if a violation exists. If a violation is not observed the case is closed. If a violation is observed, the inspector documents his findings and sends out a first letter Which requires that corrections be made within ____ days.

- b) Determine the violation is not valid.

Field staff reviews the service request. Either through reviewing records, or making phone calls to gather more information it is determined that the violation is not valid. The case is closed.

- c) Determine that the service request warrants a correction letter.

Field staff reviews the service request. Through office review or phone calls to gather more information, it is determined that the violation is valid. A first letter is sent which requires that corrections be made within ____ days.

A first letter is sent by clerical staff to the owner/manager of the water system and the file is tickled for ____ days. At the end of that time the file is returned to field staff to determine if the violation was corrected.

If the violation(s) are corrected, the file shall be closed.

14. If the violation(s) are not corrected the file is returned to clerical staff for a second letter to be sent requiring corrections within ____ days. Copies of that letter would also be sent to all system users. The file shall be tickled and returned to the field inspector.
15. The field inspector shall determine if corrections have been made.
16. If corrections have not been made the field inspector shall conduct a file review and/or site inspection if necessary to confirm the violation(s) still exist.
17. If the violation(s) are still present, field staff shall meet with the Compliance SPL.
18. Field staff and the Compliance SPL will review the file. A citation shall be issued to the water system owner/manager by the field staff. (Additional or other enforcement action may be taken. This will be determined by the Compliance SPL with input from field staff.)
19. If corrections have been made the file will be closed